

INJURY PREVENTION TASK FORCE (IPTF) MEETING
January 5, 2006

MEMBERS PRESENT

Kelly Anrig, Safety Engineer, Nevada Department of Transportation (NDOT)
Debra Brus, Epidemiologist, Washoe County District Health Department (WCDHD)
Jennifer Stoll-Hadayia, WCDHD
Mike Bernstein, Health Educator II, Clark County Health District
Melissa Krall, Washoe County SAFE KIDS/REMSA
Traci Pearl, Department of Public Safety (DPS) Office of Traffic Safety (OTS)
Erin Breen, Safe Community Partnership Program
Dr. John Fildes, Department of Surgery, University of Nevada School of Medicine (UNSOM)
Jeanne Cosgrove, Clark County SAFE KIDS

MEMBERS ABSENT

Fergus Laughridge, Program Manager, Emergency Medical Services (EMS), Bureau of Licensure & Certification (BLC)
Mary Griffith, Health Resource Analyst, Bureau of Health Planning and Statistics (BHP&S)
Robinette Bacon, School Health Education Coordinator, Department of Education (DOE)

STATE HEALTH DIVISION STAFF PRESENT

Judith Wright, Bureau Chief, Bureau of Family Health Services (BFHS)
Cynthia C. Huth, RN, MSN, CNM, Health Program Specialist 2, BFHS
Kelly Y. Langdon, MPH, Health Program Specialist 1, BFHS
Natasha Gardner, Administrative Assistant 1, BFHS

OTHERS PRESENT

Gina Pahona, Indian Health Service (IHS)
Michelle Peltier, Grants Analyst, DPS, Nevada State Fire Marshal Division
Misty Vaughan Allen, Suicide Prevention Coordinator, Department of Health and Human Services (DHHS)
Alma Angeles, Trauma Research and Education Coordinator, University Medical Center (UMC)

CALL TO ORDER AND INTRODUCTIONS

Melissa Krall called the Injury Prevention Task Force (IPTF) meeting to order at **9:41 a.m.** at the Bureau of Licensure and Certification (BLC), Emergency Medical Services (EMS) building in Carson City and Las Vegas. This was a public meeting and the public was invited to make comments. In accordance with the Nevada Open Meeting Law, this meeting was posted at the following locations: Kinkead Building, Carson City; Bureau of Family Health Services (BFHS), Carson City; Nevada State Library and Archives, Carson City; Washoe County District Health Department (WCDHD), Reno; Clark County Health District (CCHD), Las Vegas; Elko Nursing Office, Elko; BLC, Carson City and Las Vegas, and on the State Health Division (SHD) website, www.health2k.state.nv.us.

APPROVAL OF MINUTES FROM MEETING ON OCTOBER 6, 2005

Erin Breen motioned for approval of the minutes as written, and Mike Bernstein seconded it. The minutes passed unanimously. **MOTION APPROVED**

TASK FORCE AGENCY UPDATES – MEMBERS TO GIVE A BRIEF UPDATE ON THEIR CURRENT INJURY PREVENTION PROGRAMS AND EFFORTS

Kelly Anrig announced Nevada Department of Transportation (NDOT) is in the process of developing a State Highway Safety Plan, which will be completed in mid April. Michelle Peltier reported the fire service is working with the Southern Nevada Fire Prevention Association (SNFPA) to train communities on fire safety and prevention. Traci Pearl announced Kimberley Perondi was hired as the new Bicycle/Pedestrian Program Manager and will be replacing Bruce Mackey on the IPTF. Ms. Pearl will remain a proxy. Misty Allen introduced herself as the new Statewide Suicide Prevention Coordinator based in Carson City. Gina Pahona stated in the week of January 24, 2006, Indian Health Services (HIS) will be providing an Injury Prevention Level 1 Course. Jennifer Stoll-Hadayia announced Enid Jennings from WCDHD was elected the new Vice President for the Washoe County Safe Kids Coalition.

Ms. Stoll-Hadayia also announced WCDHD will be applying for Public Health Prevention Specialist grant in which would fund an Injury Prevention Coordinator position for WCDHD. Ms. Krall stated the fitting station continues at Regional Emergency Medical Services Authority (REMSA), and they have two new board members elected on the Washoe County Safe Kids Coalition. Ms. Breen reported the Child Passenger Safety Task Force will be presenting at the Judges Conference this month in Mesquite where the Judges will be educated on how to handle child seat violators. Dr. John Fildes announced Alma Angeles as his new proxy. Ms. Angeles stated the event “You Drink, You Drive, You Lose” was held in December 2005. Ms. Angeles said University Medical Center (UMC) continues with car seat checks and community outreach education. She will also be speaking to Driver Education classes at Clark County High Schools in 2006. Kelly Langdon announced Andrea Rivers, Injury Biostatistician, is on maternity leave with return in March or April. Any data request may take longer than normal since she is out. Mr. Bernstein announced the number of children drowning is slightly up in Clark County. Jeanne Cosgrove stated Clark County SAFE KIDS is still involved in Child Passenger Safety events and have ongoing stations. Ms. Cosgrove also reported she did her own data assessment on injury mortality data in Nevada.

UPDATE ON MANDATATING E-CODES THROUGH THE STATE BOARD OF HEALTH, NEVADA ADMINISTRATIVE CODE

Ms. Langdon reported she had a difficult time getting in touch with Chuck Duarte, Administrator of the Division of Health Care Policy and Financing (DHCPF). Therefore, no meeting had been scheduled with him to discuss increasing hospital inpatient E-code data and starting to collect Emergency Department data. Debra Brus and Ms. Langdon will write a letter to Mr. Duarte requesting a meeting. In addition, Ms. Langdon will contact Bill Welch, the executive Director of the Nevada Hospital Association (NHA), to request a meeting. Ms. Langdon will keep the members of the Task Force updated on the planning of these meetings.

APPROVAL OF NEW TASK FORCE MEMBER

Dr. Fildes motioned to approve Holly Billie of IHS as new member of the IPTF. Ms. Breen seconded the motion. **MOTION APPROVED.**

DISCUSSION AND POSSIBLE ACTION ON THE TASK FORCE BYLAWS

Ms. Langdon reviewed the revised bylaws and pointed out all the changes and additions. Dr. Fildes made motion to approve the revised bylaws as written and Mr. Bernstein seconded the motion. **MOTION APPROVED.** Bylaws attached.

PUBLIC COMMENT AND DISCUSSION

No public discussion or comments made.

ADJOURNMENT

The meeting was adjourned at **11:01 a.m.**

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
INJURY PREVENTION TASK FORCE
BYLAWS**

**ARTICLE I
NAME**

- A. The name of this group shall be the DEPARTMENT OF HEALTH AND HUMAN SERVICES INJURY PREVENTION TASK FORCE.

**ARTICLE II
PURPOSE and ROLE**

- A. The purpose of this Task Force shall be to advise and assist the Department of Health and Human Services (hereinafter referred to as “the department”) in the administration of the Injury Prevention Program.
- B. The role of this Task Force shall be to support the following department mission, as it relates to injuries:
- a. The Department of Health and Human Services promotes the health and well-being of Nevadans through the delivery or facilitation of essential services to ensure families are strengthened, public health is protected and individuals achieve their highest level of self-sufficiency.
- C. The role of Task Force members will be to represent the best interests of the program in all public communications. Official statements regarding the program must be approved in advance by the Director of the Department of Health and Human Services (hereinafter referred to as the “Director”).

ARTICLE III

DUTIES

- A. The Task Force shall provide guidance to the department and the Injury Prevention Program, promote injury prevention, decrease the number of injuries and injury related deaths in the state of Nevada, and achieve the following objectives:
- a. Develop a statewide injury prevention program and action plan;
 - b. Determine the needs of the state through data collection and analysis;
 - c. Collaborate and partner with other organizations involved with injury prevention.
- B. The Task Force shall not have policy making or regulatory authority.

**ARTICLE IV
MEMBERSHIP and TERMS**

- A. The Task Force shall be composed of one representative from each of the following agencies
- a. Emergency Medical Services;
 - b. Bureau of Health Planning and Statistics;
 - c. Office of Traffic Safety;
 - d. Department of Transportation;
 - e. Department of Education;
 - f. Washoe County District Health Department;
 - g. Clark County Health District;
 - h. Washoe County SAFE KIDS Coalition;
 - i. Clark County SAFE KIDS Coalition;

- j. Injury Prevention Center at UNLV;
 - k. University of Nevada School of Medicine;
 - l. Not more than five other members from related agencies/organizations not mentioned above.
- B. Each agency shall designate a representative and a proxy to the Task Force and notify the Task Force of any changes.
- C. The Task Force shall consist of no more than fifteen members.
- D. The members of the Task Force shall elect a Chair and a Vice Chair from among their membership.
- E. The unexcused absence of a Task Force member and his or her proxy from two consecutive meetings will result in removal from the Task Force

ARTICLE V OFFICERS

- A. The Task Force shall:
 - a. Elect a Chair and Vice Chair from among its members.
 - i. The Chair and the Vice Chair shall be elected as necessary by a majority vote of all Task Force members.
 - ii. Ballots shall be written unless there is only one nominee for the office.
 - iii. If a majority vote is not received on the first ballot, balloting shall continue until one member receives a majority.
 - iv. Terms of office shall be for two (2) years with eligibility for re-election for one additional term.
 - b. The Chair shall preside at all meetings and generally supervise the affairs of the Task Force, or designate a representative to do so.
 - c. The Vice Chair shall assist and assume the duties of the Chair in case of his absence.
 - d. If the Chair and Vice Chair are not available for a meeting, the Injury Prevention Coordinator or designee shall chair the meeting.
 - e. When a vacancy occurs in the office of Chair, the Vice Chair shall assume the office and duties of Chair.
 - f. When a vacancy occurs in the office of Vice Chair, a new Vice Chair shall be elected to complete the remainder of the term.

ARTICLE VI MEETING PROCEDURES and PROTOCOL

- A. The Task Force shall:
 - a. Meet at the call of the Director, the Chair, the Injury Prevention Coordinator, or a majority of its members as necessary, within the budgetary constraints of the Task Force, at least four times per year.
- B. A majority of the members of the Task Force constitutes a quorum for the transaction of business, and a majority of a quorum present at any meeting is sufficient for any official action taken by the Task Force.
- C. All proceedings and actions shall be conducted in accordance with the Nevada Open Meeting Law (NRS 241.010 – 241.040 inclusive).
- D. Task Force members shall, to the extent practicable, inform department staff at least twenty-four (24) hours in advance of an anticipated absence.

- E. In the event that a videoconference is scheduled to accommodate Task Force members or the public, the following procedures will be observed:
 - a. Speakers will identify themselves to the Chair for the benefit of remote participants;
 - b. The Chair will restate the names of members who make and second motions requiring action;
 - c. All members will facilitate the process by observing the following:
 - i. Refraining from informal speech or conversation that is not intended for public consumption;
 - ii. Proactive inclusion of members from remote sites; and
 - iii. Attentiveness to speakers from remote sites.

ARTICLE VII WORK GROUPS

- A. The Chair of the Task Force may appoint groups composed of members of the Task Force, former members of the Task Force, and members of the public who have relevant experience or knowledge.
- B. Work groups may be formed for the purpose of considering specific problems or matters related to and within the scope of activities of the Task Force.
- C. Work groups may review requests for grants of money or contracts related to specific programs for the prevention of injuries.
- D. Work groups may take action with a majority of members present.
- E. Work groups are subject to the open meeting law.
- F. All recommendations approved by work groups will be forwarded to the Injury Prevention Task Force for further action.

ARTICLE VIII EXPENSES

- A. All members of the Task Force will serve without compensation, while engaged in the business of the Task Force.
- B. While engaged in the business of the Task Force, each member of the Task Force is entitled to receive the per diem allowance and travel expenses provided for state officers and employees.

ARTICLE IX CONFLICT OF INTEREST

- A. The department will survey its Task Force members annually to collect information regarding their affiliations outside the department. Each member is responsible for fully disclosing all current affiliations.
- B. Conflicts of interest must be declared by members prior to discussion of any matter that would provide direct financial benefit for that member, or otherwise have the appearance of a conflict of interest. When funding or other decisions are made regarding an organization with which the member has an affiliation, the member shall state his intention to abstain from making specific motions or casting a vote, before participating in related discussion. The Chair or a majority of the Task Force may also declare a conflict of interest exists for a member, and ask that the member be removed from the voting process.

ARTICLE X
AMENDMENTS

- A. These operating procedures may be altered, amended, or repealed by a majority of the Task Force members at any of its regularly scheduled meeting subject to affirmation of the Director.

ADOPTED AND APPROVED this ____ day of ____.

Chair, Injury Prevention Task Force
Task Force Members:

_____	_____
_____	_____
_____	_____
_____	_____

APPROVED:

Michael J. Willden
Director, Department of Health and Human Services